



USAID
FROM THE AMERICAN PEOPLE

CENTRAL ASIA

SOLICITATION NUMBER: 04/2021
ISSUANCE DATE: February 2, 2021
CLOSING DATE/TIME: February 23, 2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)
Senior Accountant, FSN-10, USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Michael Teske
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 04/2021

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 04/2021
- 2. ISSUANCE DATE:** February 2, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 23, 2021 (6 p.m. Almaty Time)
- 4. POSITION TITLE:** Senior Accountant, FSN-10
- 5. MARKET VALUE:** \$ 29,846 – \$ 38,555 gross per annum in KZT equivalent to FSN-10 (incl. allowances and annual bonus)
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/CA/Kazakhstan.
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Central Asia (USAID/CA), Almaty, Kazakhstan
- 8. SECURITY LEVEL REQUIRED:** FSN SBU
- 9. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

As a member of the USAID Central Asia Financial Management Office (FMO) in Almaty, Kazakhstan, the Senior Accountant serves under the direct supervision of the Deputy Chief Accountant/Supervisory Accountant. The position is responsible for maintaining a comprehensive accounting system, formulating, and analyzing program and operating expense budgets, generating complex financial reports, business process integrity, and risk mitigation for four USAID Missions (USAID/Central Asia, USAID/Kyrgyz Republic, USAID/Tajikistan and USAID/Uzbekistan) located in 5 countries (Kazakhstan, Turkmenistan, Kyrgyz Republic, Tajikistan and Uzbekistan).

The incumbent will maintain a continuing dialogue with Central Asian support offices, technical teams, Turkmenistan Country Office, USAID/Kyrgyz Republic, USAID/Tajikistan, USAID/Uzbekistan, and USAID Washington in carrying out the position's responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Accounting, Analysis, Back up and Administrative Duties: 45 %

- Develops a comprehensive and thorough understanding of financial activities in his/her assigned portfolio to effectively analyze, evaluate and coordinate accounting procedures and actions. Regularly reviews, analyzes, and evaluates assigned accounts to provide information related to historical and projected pipeline trends, time and budget limitations of funding sources, etc.
- Pre-audits, validates, and processes financial transactions, determines the legality and validity of the potential obligations in accordance with applicable Government regulations, including the Standardized Regulations of the Department of State, applicable sections of the Foreign Affairs Manual and Foreign Affairs Handbooks, Federal Travel regulations, USAID Automated Directives System (ADS), and Mission policy and procedures. Performs accounting functions in the primary USAID automated accounting system - Phoenix and procurement and travel systems - GLAAS, ILMS/Ariba and E2. Exercises sound professional judgment with respect to funds availability and funding source applicability.

- Ensures the timely and accurate preparation of required regular and ad hoc accounting reports for FMO, mission management, country offices, client missions, the Asia Bureau, and USAID CFO Office. Prepares travel, training, and procurement budget status reports, pipeline analysis, ICASS analysis, quarterly budget requirements and other reports as required. Ensures that all reporting requirements are met for USAID/Washington and internal Mission use. In coordination with the Deputy Chief Accountant/Supervisory Accountant, assists in the compilation, analysis and submission of quarterly mandatory reports to Washington which include reports on property, plant and equipment, operating leases, expendable property and payroll-related accruals (unfunded annual leave for PSCs).
- Provides support in managing the eCART reconciliation process on all project activities, ensuring the cash balance with U.S. Treasury and U.S. Disbursing Offices (USDO) records. Accurately prepares and distributes SF-1221 reports. Reviews and analyzes posted financial transactions via SF1221 reports, inter-agency payment and collection (IPAC) reports in Phoenix. Reconciles the amounts posted with the amounts reported by appropriation, funding code and obligation, identifies non-posted amounts and discrepancies and initiates corrective actions when needed. Follows-up and takes action on outstanding reconciliation items and advances until these are cleared and/or liquidated.
- Serves as the primary FMO point of contact for ICASS (International Cooperative Administrative Support Services) management in the assigned portfolio and supports EXO in projecting and tracking ICASS costs for the year. Reviews ICASS financial reports and identifies significant deviations and discrepancies for discussion and liaises with Embassy financial management staff to resolve issues.
- Participates in the regular reviews of unliquidated obligations (Section 1311 reviews), facilitating the process with accounting, procurement, personnel and contracting teams to ensure timely deobligation and reprogramming of funds which are no longer required. Monitors the status of expired obligations and obligations nearing expiration.
- In coordination with the Deputy Chief Accountant/Supervisory Accountant, prepares comprehensive Phoenix reports for analysis of support cost accruals. Analyzes and records quarterly estimates of accrued expenditures, records estimated amounts in Phoenix. Reconciles estimated amounts with actual accruals posted.
- Acts as a subject matter expert and supports accountants with troubleshooting errors within USAID's and STATE's financial, procurement, and reporting systems (Phoenix, E2, GLAAS, ILMS, Phoenix Viewer). Serves as an outstanding customer service representative and resolves problems and issues promptly. Advises Mission staff (Agreement Officer's Representatives/ Contract Officer's Representatives (AORs/CORs), activity managers, program officers, and others) in regards to agency financial and procurement applications. Assists FMO colleagues and other offices with the implementation and adaptation of any new financial software as required.
- Serves as a backup to the Senior Accountant and Accountants in their absence. Occasionally serves as the backup to the Deputy Chief Accountant/Supervisory Accountant during his/her absence. In this capacity, s/he will be called upon to supervise the Accounting staff. In coordination with the Deputy Chief Accountant/Supervisory Accountant, documents policies and procedures governing the budgeting and accounting functions in the Financial Management Office. Considers areas of possible enhancement of accounting operations, recommends improvements in efficiencies and internal controls, and documents any changes implemented. Provides clearances pertaining to regulations and policies which include forward funding and appropriate use of funds. Advises Technical and Support Offices and Country Team Offices on financial rules and regulations and on the cost-effective use of funds.

B. Budget Formulation, Analysis and Monitoring:

35 %

- Develops assigned budgets through solicitation of input from Accountants, Executive Office, Program Office, Front Office, Technical Offices, Missions and Country Offices. Compiles budget projections based on detailed forecasts and analysis of past expenditure activity, cost projections, planned staffing levels, and procurement actions. Analyzes projected resource requirements against probable budget availability as provided by Washington. Supports formulated budget with justifications and documentation of projected expenses by object class category and fund account.
- Monitors and controls execution of the annual budgets. Works closely with Asia Bureau management to ensure timely and accurate allocation of funds. Prepares regular budget allowance status updates to reconcile allocated funds with approved budgets and monitors the actual obligations and expenditures.
- Develops obligation plans based on the approved budget and available funding, and reviews quarterly requirements for recurring expenses in light of disbursement trends. Analyzes actual obligations and expenditures to assure that they correspond to approved budget line items. Prepares periodic budget-versus-actual reports. Notifies Financial Management staff and Mission management of budgetary constraints and determines whether additional resources are required. Proposes solutions to funding deficits based on mid-year and on-going reviews. Prepares sensitivity analyses and "what if" scenarios pertaining to budget projections. Prepares justifications for "reclama" budget requests.
- Actively participates in annual budgeting and forecasting exercises for the four USAID Missions' Operating Expense (OE) and Program Support budget requirements for future years. Gathers information from the four USAID Missions and works closely with Accountants, the Executive Office, Program Office, and Front Office to develop forecasts as well as budget justifications. Drafts the budget narratives for the Chief Accountant and the Controller's review and submits the Mission's annual OE and program-funded operational costs.

C. Close-Out Functions

20 %

- In coordination with the Acquisition and Assistance Office (AAO) develops, monitors, maintains, and updates the database of all completed awards to monitor all stages of the closeout process. Database would include information on start-end dates, obligated amount, expended amount, balance to be deobligated, funds expiration dates, final invoice submitted, NICRA status, Final Federal Financial Report (FFR) status, pending actions etc. Regularly reviews and reconciles the Close-out database information with Phoenix.
- Develop a comprehensive understanding of the myriad of laws, regulations, procedures, and authorities within which USAID projects closeout takes place. Apply his/her knowledge to review and evaluate proposed actions to ensure their validity and conformity with applicable laws and authorities, and recommend necessary actions, approvals, corrections, and modifications.
- Continuously tracks and monitors the unliquidated balances in closed award by appropriation, to ensure that funds are not expired or cancelled. Independently communicate with technical offices, Strategy and Program Office (SPO), AAO and Senior Mission Management on expiring and cancelling program funds, and develop strategies to optimize the use of funds/resources for the Mission within the legal timeframe.
- Where there are delays in Negotiated Indirect Cost Rate Agreement (NICRA) finalization, explore options for estimating NICRA and de-obligating the remaining portion of funds for re-obligation. Works closely with technical offices and AAO to identify timely alternate use of

funds through re-obligation; and coordinates re-apportionment process with Office of Management and Budget (OMB) through Regional Bureau and Chief Financial Officer's (CFO) Office in Washington to get back deobligated funds to the Mission for re-obligation.

- Designs and implements the establishment of effective control mechanisms and procedures to ensure the accuracy, consistency, and timeliness of closeout activities. Regularly reviews and develops measures for streamlining the closeout process to reduce processing times, improve productivity and optimize use of available funds.
- Responds to taskers from Inspector General's Office, Regional Bureau and CFO Office in Washington relating to closed awards and expiring and cancelling funds.

Supervision Received: Incumbent is supervised by the Deputy Chief Accountant/Supervisory Accountant who assigns work primarily in terms of desired objectives, with occasional limited specific guidance on constraints and limitations imposed by agency policy statements, laws and regulations. S/he receives assignments directly from the Chief Accountant and Regional Controller, particularly pertaining to special needs and analytical exercises. Supervisors are available for consultation on an as needed basis. Accuracy is assumed.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A university degree in Accounting, Finance, or Business Administration.

b. Prior Work Experience: At least 5 years of progressively responsible experience in professional accounting or auditing is required. Experience working with a financial system of a U.S. Government agency or other international organization.

c. Language Proficiency: Level 4 (Fluent) English and Russian ability.

d. Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology. Thorough knowledge or the potential to acquire knowledge of appropriations law and accounting procedures used to maintain, reconcile, balance, and close complex USG accounts.

e. Skills and Abilities: Must have excellent written and oral communication skills, highly developed analytical and planning skills, and the ability to interpret and apply sound accounting principles and financial management techniques. Must be able to maintain effective working relations with Americans, locally engaged staff, and host country officials.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education
2. Prior Work Experience
3. Language Proficiency
4. Knowledge

5. Skills and Abilities

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Tuesday, February 23, 2021** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/CA reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations> .